



Embassy of the United States of America

42 Elgin Road
Ballsbridge, Dublin 4

May 2, 2014

To: Prospective Quoters

Subject: Request for Quotations number SEI300-14-Q-0024

The American Embassy Dublin is currently seeking quotations from suitably qualified contractors for rental of Marquees and Toilet Trailers at the U.S. Ambassador's Residence, Phoenix Park, Dublin 8. Rental is required for no more than 5 days during the week of 4th July 2014.

Please see full details of the request below and reply to Mr Emmet Downey DowneyEJ@state.gov, ph. 01-630 6241 to indicate if you are interested in participating in the solicitation process.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable proposal/quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.


A site visit will be held on Wednesday May 14, 2014 @ 11:00.

Location: U.S. Ambassador's Residence, Phoenix Park, Dublin 8

Those interested in attending must provide name, date and place of birth at least 24hrs in advance of the meeting to Mr Downey. No more than 2 representatives per contractor will be admitted.

Quotations are due on or before Thursday May 22, 2014 at 15:00.

Quotations may be delivered in hard copy at the above address or via email for the attention of Mr Emmet Downey.



Ann Granatino
Contracting Officer

Solicitation: SEI300-14-Q-0024

MARQUEE AND TOILET TRAILER RENTAL

SCOPE OF WORK

Specific requirements as follows:

Marquee and toilet trailer rental: Performance of work includes all hire services, erection / installation, materials, equipment, overhead, parts and labor, to include all required structures, hanging of Embassy-provided American-themed decorations/bunting and electrical lighting. Take down and removal from site. Make-good site before final departure. Offerors should propose the best options for provision of these services:

Marquee No. 1 (main with bar)

Approximate size: 15 meters x 20 meters with add-on section approx. 9 meters x 9 meters
Marquees to include solid structure frame, moveable walls, window panels, solid floor, carpet floor covering, disabled ramp access, interior linings and pelmets. Electric interior light-fittings also required. Bar will be supplied by a separate company.
NOTE: carpet floor covering should be protected against soiling during installation.

Marquee No. 2 (food serving)

Approximate size: 6 meters x 12 meters
Marquee to include solid structure frame, moveable walls, window panels, no floor, interior lining and pelmets. Electric interior light-fittings also required

Marquee No. 3 (overflow bar area 1)

Actual size: 3 meters x 3 meters
Marquee to include solid structure frame, moveable walls, window panels, solid floor, floor covering, ramp access, interior lining and pelmets. Electric interior light-fittings also required

Marquee No. 4 (overflow bar area 2)

Actual size: 3 meters x 3 meters
Marquee to include solid structure frame, moveable walls, window panels, solid floor, floor covering, ramp access, interior lining and pelmets. Electric interior light-fittings also required

Marquee No. 5 (children's events)

Approximate size: 6 meters x 9 meters
Marquee to include solid structure frame, moveable walls, window panels, no floor, no pelmets.

Marquee No. 6 (children's events)

Approximate size: 6 meters x 9 meters

Marquee to include solid structure frame, moveable walls, window panels, no floor, no pelmets.

Full dimensions and marquee locations will be determined at site visit, but are subject to further change.

Embassy will provide electricity for the purpose of power supply to marquees. Electricity power points will be indicated at site visit.

Toilet trailer No. 1 (male)

VIP grade, to accommodate minimum 3 x men's urinals, 1 x private sit-down toilet pan, and 2 x wash-hand basin with vanity unit.

Toilet trailer No. 2 (female)

VIP grade, to accommodate minimum 4 x ladies toilets, and 2 x wash-hand basin with vanity unit.

Toilet trailer No. 3 (mixed)

VIP grade, to accommodate minimum 2 x female toilets incl. 1 x wash-hand basin with vanity unit,

1 x male urinal, 1 x male private sit-down toilet pan and 1 x wash-hand basin with vanity unit.

Toilet trailer No. 4 (mixed)

VIP grade, to accommodate minimum 2 x female toilets incl. 1 x wash-hand basin with vanity unit,

1 x male urinal, 1 x male private sit-down toilet pan and 1 x wash-hand basin with vanity unit.

NOTE: One of the Four toilet trailers is required to be in place by COB Friday June 27.

Supplies

Toilet trailers are required to be serviced and stocked with tissue paper, soap and waste receptacles

during core hours of hire. Core hours are: Friday, July 4, 10:00 – 17:00

Janitorial service

The services of a janitor are required during core hours. Friday, July 4, 10:00 – 17:00
Janitor to perform hourly inspections of all toilets, to include a log sheet indicating when/who made inspections. Inspection to ensure that the facilities are clean and supplies such as toilet paper/soap are available.

Note: Failure to perform inspections will result in a 10% deduct of overall final payment.

Note: Piped cold water and electricity will be provided by the Embassy for the purpose of servicing the toilets and wash-hand basins.

This is a firm fixed price contract payable entirely in the local currency EURO.

Pricing must be all-inclusive of the following: rental, labor, supplies, liability insurance, VAT and any other charge/s deemed necessary.

No additional sums will be payable for any escalation in the cost of materials, equipment or labor, or because of the contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required. The Embassy will not adjust the contract price due to fluctuations in currency exchange rates. The Embassy will only make changes in the contract price or time to complete due to changes made by the Embassy in the work to be performed, or by delays caused by the Embassy.

The Embassy will make payments after the event based on quantities and unit prices only to the extent specifically provided in the contract.

The Embassy reserves the right to add additional requirements to this performance work statement as it deems necessary in order to fulfill its requirement. Example: additional events related items. All / any additions will be notified to vendors as they arise and should be quoted for as separate line item/s.

Installation / break-down timeframe:

Access to the site is available from 07:00 on Friday, June 27, 2014. All marquees and toilet trailers are required to be fully installed on site with bunting/decorations hanging, and ready for occupation by COB Wednesday, July 2 and are required to remain in place thru Friday, July 4. Break-down and removal from site is required not later than COB Monday, July 7.

All bunting & decorations provided by the Embassy are to be returned to the Embassy.

Work should be performed in such a way as to keep disruption to normal business to a minimum. Work may be performed between the hours of 07:00 through 19:00 with prior approval of Embassy security officer.

Inquiries can be directed to:

Emmet Downey
Procurement Specialist
(1) 630-6241
DowneyEJ@state.gov